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## APPENDIX I - REQUIREMENTS FOR INDIVIDUAL OR GROUP CONTINUING EDUCATION PROJECTS

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Idaho libraries may apply for grants to support individual or group continuing education activities (CE). **CE activities must address one or more of the priorities for LSTA identified on page 5 of this grant kit and have a clear benefit identified for the library patron/end user.**

Each of the 3 types of CE grant projects has an application form that can be found at <http://libraries.idaho.gov/ce-grants> and in the Application Forms section of this Guide. Applicants are required to contact the Commission for Libraries

Continuing Education Consultant for specific information on the application process, timeline and eligibility of the proposed project:

### **1. LOCALLY PLANNED STAFF AND TRUSTEE DEVELOPMENT FOR INDIVIDUALS/GROUPS** *(A group consists of 6 or more trustees and/or staff.)*

Grants to support individual or group activities to meet an identified need that is consistent with purposes for LSTA and the Board of Library Commissioners' strategic issues for library development *(see Table 1 on page 5)*.

- A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before the date of the proposed activity.
- B. The applicant must include a copy of the announcement for the activity and an agenda with their grant application.
- C. Grant funds will be paid to the library after completion of the activity and upon receipt of an evaluation and request for reimbursement.
- D. Project budget
  - 1. Minimum LSTA grant award is \$500; maximum per individual award is \$900. Maximum group activity award is \$5,000.
  - 2. Total project budget must include at least 25% local or non-federal funds.  
( $\$6,667 \text{ project total} = \$5,000 \text{ LSTA funds} + \$1,667 \text{ match}$ )  
( $\$1,200 \text{ project total} = \$900 \text{ LSTA funds} + \$300 \text{ match}$ )

### **2. FIRST-TIME ATTENDANCE AT LIBRARY CONFERENCE**

Grants to support a library employee or trustee for first time attendance at a major state, regional or national library conference that is consistent with purposes for LSTA *(see Table 1 on page 5)*.

- A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before

the date of the proposed activity.

- B. The applicant must include a copy of the conference announcement and an agenda with their grant application.
- C. Grant funds will be paid to the library after completion of the activity and upon receipt of an evaluation, Financial Report and Request for Reimbursement that includes receipts for transportation, registration and lodging.
- D. Project budget
  - 1. The LSTA award will cover the amount of conference registration, airfare or mileage, and lodging, up to the maximum of \$900.
  - 2. Local match covers all additional costs of attending the conference.

### **3. SUPPORT OF FORMAL LIBRARY SCIENCE COURSES**

Grants to support an employee of a publicly-funded library to attend university or college library science courses that is consistent with the purposes for LSTA. *(see Table 1 on page 5).*

- A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before the beginning of the course.
- B. Library employees are eligible for three grant opportunities:
  - 1. ALA – Accredited Masters Degree Program in Library Science
  - 2. Education Media Generalist Endorsement
  - 3. Formal Library Science Courses for Professional Development
- C. Each grant will reimburse up to \$1,000 per semester for tuition and course material expenses with the applicant library/employee providing a 25% match. Applicants may apply for one of the three opportunities identified in 3B. per semester. A maximum cumulative total for all three opportunities will not exceed \$6,000 per employee, per life time.
- D. Grant funds are paid on a reimbursement basis to the library upon receipt of the Reimbursement Request, Financial Report, employee transcript for the granted course/s, receipts for tuition and materials, and an evaluation by the employee responding to the questions provided on the grant agreement.
- E. Applicants receiving scholarships will be reimbursed for allowable registration and materials costs over and above those costs covered by the scholarship, minus the 25% match required through this program, up to a maximum of \$1,000.
- F. For the MLS program, the employee must receive a grade of B or better for each course for which reimbursement is requested. The Educational Media Generalist Endorsement and Professional Development grantees must receive a grade of C or better.